

661—277.7(100C) Installer application and fees.

277.7(1) Application. Any installer seeking certification as an alarm system installer shall submit a completed application form to the state fire marshal. The application shall be filed no later than 30 days prior to the date on which certification is required or on which an existing certification expires, except that an application for endorsement as an alarm system installer assistant shall be submitted no later than the first day of employment as an alarm system installer assistant. An application form may be obtained from the state fire marshal or from the Web site of the alarm system contractor and installer certification program. The application form shall be submitted with all required attachments and the required application fee established in subrule 277.7(2). An application shall not be considered complete unless all required information is submitted, including required attachments and fees, and shall not be processed until it is complete.

NOTE: The Web site for the alarm system contractor and installer certification program is: <http://www.dps.state.ia.us/fm/alarm/index.shtml>.

277.7(2) Certification fee. The certification fee for an alarm system installer shall be \$150 for three years, except that the certification fee for endorsement as an alarm system installer assistant shall be \$50 for one year. There shall be an additional fee of \$25 for each endorsement beyond the first. If an application is denied, all except \$50 of the fee may be refunded if the applicant applies to the fire marshal for a refund. No refund of the certification fee shall be made if the certification is revoked or if the denial of the certification is based on the applicant's knowingly including false or misleading information on the application.

277.7(3) Payment. The certification fee shall be submitted by draft, check, or money order in the applicable amount payable to the Department of Public Safety, with the memo portion of the check completed as follows: Alarm System Contractor and Installer Certification Program.

277.7(4) Amended certification fee.

a. The fee for issuance of an amended certification is \$50. The fee shall be submitted with the request for an amended certification. An installer shall request and the fire marshal shall issue an amended certificate for a change in any material information included in or with the initial or renewal application.

b. Other changes in the information required in the application form shall be reported to the fire marshal but shall not require issuance of an amended certification or payment of the amended certification fee.

277.7(5) Attachments. Required attachments to the application for certification include, but are not limited to, documentation of required certifications, licenses or training.

277.7(6) National criminal history check. Each applicant for certification as an installer shall submit fingerprints and the applicable fee as directed by the division of criminal investigation for a national criminal history check conducted by the Federal Bureau of Investigation.